



PUBLIC HEALTH

WCHD EMPLOYEE CHECKLIST

EMPLOYEE: _____

DATE OF HIRE: _____

SUPERVISOR/MANAGER _____

Date sent to Business Office _____

This checklist details many of the activities that need to take place in the new employee's first six months with the WCHD.

In the responsibility column, ("X") designates who is responsible for performing the task, the new employee ("EE") or another departmental staff member ("DEPT"). If the Supervisor/Manager will be delegating this task, indicate to whom the task has been delegated.

BEFORE THE NEW EMPLOYEE'S FIRST DAY		Responsibility		
Task	Resources	EE	DEPT	Done
<ul style="list-style-type: none"> Signed Acceptance letter (Original to HR, copy to BO) 	Bea Acland - ext. 50541		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Appropriate HR documents filed (License, criminal background). 	http://www.whatcomcounty.us/insidewhatcom/forms/hr/criminal_conv_check.pdf		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Schedule appointment with HR Department Representative on first day. 	Bea Acland - ext. 50541		X	<input type="checkbox"/>
<ul style="list-style-type: none"> At least 1 week before first day fill out Service Request Form (Inside Whatcom) for new employee email and phone extension and email the request to IT - DoIt_Service_Desk@whatcomcounty.us. 	http://www.whatcomcounty.us/appol/it/computer/ad-52001/ad452001a.doc		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Arrange with Account Clerk for Cellular Phone (if appropriate for position). 	LeeAnn Impero - ext. 50829		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Arrange for appropriate internal HD data base access. 	Morris Arthur - ext. 50821		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Time Sheet created by BO working with Supervisor. 	Patty VanDyk - ext. 50817 http://www.whatcomcounty.us/insidewhatcom/forms/fin/timesheet_flsa-nonexempt.xls		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Name plaque on door. 	Debbi Bailey - ext. 50805 - Girard Kathy Cunningham - ext. 32231 - State		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Identify Buddy Match. 	Supervisor		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Business Cards 	Jacque Hindman - ext. 50857 - Girard Sue Prescott - ext. 32244 - State		X	<input type="checkbox"/>

First Day - Employee's start at 8am with Supervisor (tour)		Responsibility		
Task	Resources	EE	DEPT	Done
<ul style="list-style-type: none"> Send Office Coordinator an email with employee info: professional background, phone extension, and Groupwise health groups the employee will be included in. 	Tammy Axlund - ext. 30687		X	<input type="checkbox"/>
<ul style="list-style-type: none"> HR appointment: usually 1 hour 	Bea Acland - ext. 50541		X	<input type="checkbox"/>
<ul style="list-style-type: none"> BO Groupwise training - 1 hour (Mark their calendar for furlough, all staff meeting, Holidays). 	Harriet Bouwman - ext. 50816		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Phone etiquette and technical use. - 30 minutes 	LeeAnn Impero - ext. 50829		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Procedures for reimbursements 	LeeAnn Impero - ext. 50829		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Time sheet use 	LeeAnn Impero - ext. 50829		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Trainings scheduled (if available) - CPR, Defensive Driver 	Supervisor		X	<input type="checkbox"/>
Confidentiality & Computer Systems				
<ul style="list-style-type: none"> Read Policies: <u>POL AD157500Z Protecting Privacy of Medical Information</u> and <u>REF AD557500A (Inside Whatcom), POL HL 169004Z Releasing and Obtaining Health Care Information, & POL HL 165002Z Health Information and Email Communication.</u> 	LeeAnn Impero - ext. 50829 I:\Policies_Procedures_Tasks\ADMIN (62 thru 68)\65 Personnel\Protecting Privacy of Medical Information APPOL - Protecting Privacy of Medical Information	X		<input type="checkbox"/>
<ul style="list-style-type: none"> Signs <u>Medical Privacy Agreement</u> (Inside Whatcom) & <u>Routes to Office Coordinator</u> 	LeeAnn Impero - ext. 50829 ..\..\..\Policies_Procedures_Tasks\ADMIN (62 thru 68)\65 Personnel\Protecting Privacy of Medical Information\FRM ad457500a.doc Tammy Axlund - ext. 30687	X		<input type="checkbox"/>
<ul style="list-style-type: none"> Some positions may require more confidentiality training that includes the video, "Keep it to Yourself!" and the most current staff MS Powerpoint on confidentiality. 	I:\ADMIN\Continuing Ed Records_Training\Confidentiality training	X		<input type="checkbox"/>

<ul style="list-style-type: none"> Read Policies: POL AD152001Z Using Computer Systems and POL AD153001Z Sending Organization-Wide Emails (Inside Whatcom) 	APPOL - Electronic Mail APPOL - Using Computer Systems	X		<input type="checkbox"/>
<ul style="list-style-type: none"> Signs <u>E-mail - Using Computer Systems-Acknowledgement Form</u> (Inside Whatcom) & <u>Routes to Office Coordinator</u> 	Forms - under "E" Tammy Axlund- 30687	X		<input type="checkbox"/>
Orientation with Business Office				
<ul style="list-style-type: none"> Sign up for payroll and benefits following county requirements - HR 	InsideWhatcom - Human Resources Fringe Benefits (457, life, etc.) Bea Acland - ext. 50541		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Parking on surface streets - Girard 	I:\ENV\Forms\Map to State Street.doc		X	<input type="checkbox"/>
<ul style="list-style-type: none"> State St. is by WTA Downtown Transit Center 	http://www.ridewta.com/routes_by_number		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Smart Trips/MTA Schedules 			X	<input type="checkbox"/>
<ul style="list-style-type: none"> Key request, Badge - Prox locks access 	LeeAnn - ext. 50829 or Sandi - ext. 50803		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Sign employee signature documentation form, as appropriate 	I:\ADMIN\BUSINESS\Signature Authority\Signature Documentation Form.doc LeeAnn - ext. 50829		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Signature authority (only Managers, Supervisors, Office Coordinator) 	Sandi - ext. 50803		X	<input type="checkbox"/>
Equipment				
<ul style="list-style-type: none"> Key, Id Badge & Prox Locks Access. Appointments with Facilities are available on Tuesdays from 12-2 and Thursdays from 9-12 	Dee Ebergson - ext. 50566		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Wallet card & orientation to alarm system at Girard. 	Harriet Bouwman - ext. 50816		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Agency Vehicle Use/fuel card. 	Harriet Bouwman - ext. 50816		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Arrange for appointment with Office Coordinator to take digital picture, send email with new extension list, and add 	Tammy Axlund- ext. 30687		X	<input type="checkbox"/>

new employee to HD email groups.				
Late Afternoon - Back to own place with Supervisor				
<ul style="list-style-type: none"> Inside Whatcom: (Employee handbook, Bargaining agreement, County policy/procedures, forms) 	http://www.whatcomcounty.us/insidewhatcom http://www.whatcomcounty.us/insidewhatcom/as/hr/pdf/employee_handbook.pdf		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Network Overview: (HD Policy Procedure, I drive overview). 	I:\ADMIN Supervisor trains EE on HD policy & procedure.		X	<input type="checkbox"/>
Notes:				

Second Day		Responsibility		
Task	Resources	EE	DEPT	Done
Public health videos (as you have time)		X		<input type="checkbox"/>
Orientation with Immediate Supervisor				
<ul style="list-style-type: none"> Explain role of public health in the community; review of programs & services and mission statement. 	http://www.whatcomcounty.us/health/index.jsp		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Review agency <u>Strategic Plan</u> 	I:\PerformanceMgmtSystem\Planning\Strategic Planning\Strategic Plan\WCHD 2010-2014 Strategic Plan.pdf		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Review agency annual <u>Work Plan</u> 	I:\PerformanceMgmtSystem\Planning\PerformanceMgmtPlan\Work Plans\2012 Work Plan\Work Plan\Work Plan 11.3.11_FINAL.pdf		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Review of agency administrative structure, <u>organizational chart</u> and employee list. 	I:\ADMIN\BUSINESS\Org Chart.xlsx		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Supervisor emphasis on importance of All Staff/Program mtg 	I:\Contact Info\EXTENSIONS-Programs-Fax-Info lines.xls		X	<input type="checkbox"/>
Orientation with Employee Health Nurse (schedule w/in 2 weeks)	Connie Kelly - ext. 50818		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Complete Employee Screening Record. 			X	<input type="checkbox"/>
<ul style="list-style-type: none"> Review of immunization/immune status. 			X	<input type="checkbox"/>
<ul style="list-style-type: none"> Schedule Immunizations if needed. 			X	<input type="checkbox"/>
Buddy Time	Buddy & Supervisor		X	<input type="checkbox"/>
3rd-5th Days :				
<ul style="list-style-type: none"> Orientation with Supervisor & videos & HD website (program specific) 	Supervisor		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Learning/doing job tasks (job shadowing) where are files/supplies. 	Buddy		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Supervisor will discuss procedures for sick notice, leave, days off, and inclement weather. 	Supervisor - APPOL - Handling Absences During Severe Weather Conditions		X	<input type="checkbox"/>

<ul style="list-style-type: none"> Remind employee they can move office around for comfort prior to Ergonomics evaluation. Training calendar established (CPR, job shadowing, learning on job, conferences, ICS, Excel/Word, Online courses, etc.). Introduce employee to shop steward. Learning Management System Training: HIPAA: An overview of HIPAA and the Privacy Rule Orientation to Standards for Public Health Incident Command System Training (appropriate for position) 	Supervisor Supervisor Buddy Tammy Axlund- 30687		X X X X X	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> Professional Opportunities & WSPHA (Annual Joint Conference on Health) 	Supervisor Washington State Public Health Association		X	<input type="checkbox"/>
Notes:				

1 st Month		Responsibility		
Task	Resources	EE	DEPT	Done
<ul style="list-style-type: none"> Meet with your Supervisor to learn about other divisions: <ul style="list-style-type: none"> This is a general overview of your program activities and introduction to your program staff. Approximately 30-45 minutes. Meet personnel Meet Regina during the 1st week Meet Managers and Administration Meet with Emergency Response Specialist to review <u>Emergency Response Plan</u> orientation to MyStateUSA and Incident Command System training enrollment. 	Supervisor		X	<input type="checkbox"/>
	Coordinate with Office Manager - ext. 30687		X	<input type="checkbox"/>
	Coordinate with Office Manager - ext. 30687		X	<input type="checkbox"/>
	Coordinate with Office Manager - ext. 30687		X	<input type="checkbox"/>
	Marcus Deyerin - ext. 30670 I:\DRC\Emergency Response\Emergency Response Plan		X	<input type="checkbox"/>
Consider Ergonomic Review	Supervisor coordinates with Business Office		X	<input type="checkbox"/>
Health Assessment Connection				
<ul style="list-style-type: none"> Introduction Quality Improvement - 15-20 minutes Data resources/interface Data output/reports Data requests/consults 	Susan Sloan - ext. 50838		X	<input type="checkbox"/>
	Susan Sloan - ext. 50838			
	Morris Arthur - ext. 50821		X	<input type="checkbox"/>
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	Morris Arthur - ext. 50821			
Set Performance Expectations				
<ul style="list-style-type: none"> Talk to Employee about performance expectations & 	Supervisor		X	<input type="checkbox"/>

probation <ul style="list-style-type: none"> Monthly PEs scheduled in Groupwise - 1st 6 months 	Supervisor		X	
3rd Month				
<ul style="list-style-type: none"> Schedule appts to meet with Regina & Health Officer 	Supervisor - schedule in Groupwise		X	<input type="checkbox"/>
6th Month				
<ul style="list-style-type: none"> Probation ends with formal performance evaluation. 	Supervisor - schedule in Groupwise		X	<input type="checkbox"/>
<ul style="list-style-type: none"> Perhaps attend a Health Board, PHAB and/or council meeting. 	Council Meeting Dates, Whatcom County Washington ..\\..\\..\\ADMIN\\Boards, Committees Teams\\PHAB		X	<input type="checkbox"/>
Notes:				

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